



# Center for Educational Performance and Information

[www.michigan.gov/cepi](http://www.michigan.gov/cepi)

## How Are the Data Processed in the Education Data Network (EDN) in order to Calculate our Graduation and Dropout Rates?

The Center for Educational Performance and Information (CEPI) has utilized the spring 2003, end-of-year 2003, and fall 2003 data submissions to determine grades 9, 10, 11, and 12 fall 2003 enrollments, class of 2003 graduates, and district transfer information. The Department of Information Technology (DIT) has pre-populated these data into the EDN for you to modify and submit to CEPI.

Similar to last year, the 2003-2004 IM-4203 Pupil Headcount Report has three basic functions: 1) collecting the high school buildings' headcount for fall 2003, 2) collecting the transfer information for the 2002-2003 school year, and 3) collecting the graduation information for the 2002-2003 school year (class of 2003). All three of these components are used to calculate the 2002-2003 graduation and dropout rates.

As you access the 2003-2004 IM-4203 Pupil Headcount Report via the EDN, the first screen (page 2 of 5 – see the upper right corner of the EDN screen) will be the Fall 2003 Headcount. We have pre-populated those data based on the fall 2003 SRSD submission. These data should reflect the fall 2003 count date, September 24, 2003. **YOU MAY MAKE MODIFICATIONS TO THESE DATA IN ORDER TO ACCURATELY REFLECT YOUR FALL 2003 COUNT.**

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2003-2004 SCHOOL BUILDING HEAD COUNT REPORT

PAGE 2 OF 5

District

District Code

Building

Building Code

GRADE(s): 9-12

FALL 2003 HEADCOUNT

DROPOUT CALC? YES

Am Indian

Asian

Black

Hispanic

White

\*\*\*\* Totals \*\*\*\*

Grade

Class

Male

Fem.

Male

Fem.

Male

Fem.

Male

Fem.

Male

Fem.

Male

Fem.

TOTAL

9

:

2007

7

5

16

10

65

73

65

62

99

104

252

254

506

10

:

2006

1

1

14

14

46

52

43

41

85

94

189

202

391

11

:

2005

2

2

13

11

41

30

36

30

82

84

174

157

331

12

:

2004

1

3

13

12

26

16

20

22

54

52

114

105

219

ALL

11

11

56

47

178

171

164

155

320

334

729

718

1447

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The next screen (page 3 of 5) has two portions. The top portion contains the transfer data for school year 2002-2003. The transfer information covers the period September 25, 2002 through September 23, 2003. The transfer data should reflect the entire twelve-month period. In order to reflect the twelve-month period, CEPI utilized the spring 2003, end-of-year 2003, and the fall 2003 SRSD submissions. The in/out from/to other districts were pre-populated (if available) utilizing the SRSD submissions.



## How Are the Data Processed in the Education Data Network (EDN)?

### **Transfers In – From Other Districts**

These numbers should reflect all students who entered the district from another school district. "Other" school districts may be other public school districts, parochial schools, private schools, home schools or public school academies. Even if the parochial, private, or charter school is in the same district as the one submitting the headcount/transfer data, these schools are considered to be their own district. Since CEPI pre-populated the "in" from other districts' counts, we have discovered that some school districts' transfers in from other districts numbers are inflated. This inflation could be due to the fact that some student management systems reset the student's enrollment date (SRSD Field 20). If the student's enrollment date is after the previous submission's count date (SRSD Field 123), then the student is considered to be "new" to the district.

### **Transfers Out – To Other Districts**

These numbers should indicate how many students transferred out to other districts. The definition of "other" school districts is detailed above (Transfer In – From Other Districts). For a list of the district exit statuses (SRSD Field 23) used to identify transfers out, refer to the categorization of SRSD exit codes for graduation and dropout rates calculation table at the end of this document.

### **Transfers In – Within Same District**

The numbers entered in this line should reflect the **NEW** grade level for any student within the district who had a grade level change because of a re-evaluation of credits at midyear. Also, if there is more than one high school in the district, the numbers entered here would indicate students' movements between high schools.

### **Transfers Out – Within Same District**

The numbers entered in this line should reflect the **OLD** grade level that had been a student's previous grade level due to a midyear re-evaluation of credits. NOTE: If there is only one high school in the district, transfers "in" and "out" within the same district should balance – the number of students reported as transferring out of any grade(s) should match the number of students transferring into another grade(s). As in transfer in – within the same district, the numbers would reflect the students who transferred between high schools, if the district has more than one high school.

### **Transfer Out – To Alternative Program**

These figures should reflect the number of students who left to attend an alternative education program.

### **Retained in Grade – Not Promoted**

These numbers should reflect how many students (if any) within the district who did not attain enough credits to be promoted with their class to the next grade level. NOTE: As opposed to the midyear re-evaluation of credits, the retention of students is done at the end of the regular school year.

The within-same-district in/out from/to other grade or school, transfer-out-to alternative, and retained-in grade information were not pre-populated using SRSD data. **IN ORDER TO ACCURATELY REFLECT STUDENT MOVEMENT IN YOUR DISTRICT, YOU MAY MAKE MODIFICATIONS TO THE TRANSFER DATA ON THE TOP OF PAGE 3 OF 5.**

The numbered items (1-9) on the bottom portion of page 3 of 5 are calculated based on the information entered on page 2 (fall 2003 headcount) and the top portions of pages 3, 4 and 5 of 5. The following is an overview of items 1 through 9:



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2003-2004 SCHOOL BUILDING HEAD COUNT REPORT PAGE 3 OF 5

District Building GRADE(s): 9-12

2002-2003 TRANSFER INFORMATION (for the period 09/25/2002 - 09/23/2003)

District Code Building Code DROPOUT CALC? YES

CLASS	IN-OUT	OTHER DIST.	IN-OUT	WITHIN DIST.	TO ALT ED	NET	RETAINED
2006	40+	27-	0+	0-	0-	13	0
2005	52+	32-	0+	0-	0-	20	0
2004	30+	20-	0+	0-	0-	10	0
2003	24+	11-	0+	0-	0-	13	0

Class of...

	2006	2005	2004	2003	TOTAL
1. Headcount, Fall 2002	571	445	287	221	1,524
2. Transfer Information	13	20	10	13	56
3a. Retained, 2002-2003 (-)	0	0	0	0	0
3b. Retained, 2003-2004 (+)	0	0	0	0	0
4. Adjusted Count	584	465	297	234	1,580
5. Headcount, Fall 2003	391	331	219		
6. Graduates, Class of 2003				218	1,159
7. Unaccounted (dropouts)	193	134	78	16	421
8. 2003 Retention Rate (%)	66.95	71.18	73.74	93.16	73.35
9. 2003 Dropout Rate (%)	33.05	28.82	26.26	6.84	26.65

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1) **Headcount, Fall 2002** – The fall 2002 headcount was automatically brought forward from the 2002-2003 IM-4203 Pupil Headcount Report which was submitted by each school district via the EDN. These data were NOT pre-populated from the SRSD submissions.

The transfer information covers the period September 25, 2002 through September 23, 2003.  
The transfer data should reflect the entire twelve-month period.

2) **Transfer Information** – This is calculated from the data entered in the top portion of this screen. Add (+) the "in" other districts, subtract (-) the "out" other districts, add (+) the "in" within district, subtract (-) the "out" within district, and subtract (-) the "to" alternative education. When you perform these operations the results will be the "net" change. This "net" change is the number listed for item 2.

3a) **Retained, 2002-2003 (-)** – Retained in grade (not promoted) (-). These students reported as retained are subtracted (-) out of their current graduating class and added (+) into the next lower graduating class (3b).

3b) **Retained, 2003-2004 (+)** – Retained in grade (not promoted) (+). These numbers are generated based on data from 3a. Students are subtracted (-) out of their current graduation class (3a) and added (+) into the next lower graduating class (3b).

4. **Adjusted Count** – The headcount enrollment for the fall 2002 is adjusted based upon all of the transfer and retained data entered on the top portion of page 3 of 5. The adjusted count is equal to item 1 (Headcount, Fall 2002) PLUS (+) item 2 (Transfer Information) MINUS (-) item 3a (Retained, 2002-2003 <->) PLUS (+) item 3b (Retained, 2003-2004 <+>). This item represents the "Adjusted Count" which is the **expected** headcount for the fall 2003.

5. **Headcount, Fall 2003** – This number is the "actual" headcount as reported on page 2 of 5 for the fall 2003 headcount, as reported in the SRSD by the school districts. It is carried forwarded from page 2 of 5.





## How Are the Data Processed in the Education Data Network (EDN)?

**6. Graduates, Class of 2003** – This generally reflects the number of regular day school graduates reported for the class of 2003. These data are captured on page 4 of 5 and page 5 of 5. These data were pre-populated (if available) from the spring 2003, end-of-year 2003, and the fall 2003 SRSD submissions. For a list of the district exit statuses (SRSD Field 23) used to identify graduates, refer to the categorization of SRSD exit codes for graduation and dropout rates calculation table at the end of this document. **IN ORDER TO ACCURATELY ACCOUNT FOR GRADUATES IN YOUR DISTRICT, YOU MAY MAKE MODIFICATIONS TO THE GRADUATION DATA ON THE TOP OF PAGES 4 AND 5 OF 5.**

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2003-2004 SCHOOL BUILDING HEAD COUNT REPORT PAGE 4 OF 5

District \_\_\_\_\_ District Code \_\_\_\_\_  
Building \_\_\_\_\_ Building Code \_\_\_\_\_  
GRADE(s): 9-12

2003 GRADUATE INFORMATION  
(for the period 09/25/2002 - 09/23/2003)

DROPOUT CALC? YES

	Am Indian		Asian		Black		Hispanic		White		Total
	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.	All
Reg Day School A)	2	0	8	8	23	22	19	17	68	51	218
Alt. Program B)	0	0	0	0	0	0	0	0	0	0	0
Number from A & B enrolled in 2- or 4-yr college	0		0		0		0		0		0
Class of...	2006		2005		2004		2003		TOTAL		
1. Headcount, Fall 2002	571		445		287		221		1,524		
2. Transfer Information	13		20		10		13		56		
3a. Retained, 2002-2003 (-)	0		0		0		0		0		
3b. Retained, 2003-2004 (+)	0		0		0		0		0		
4. Adjusted Count	584		465		297		234		1,580		
5. Headcount, Fall 2003	391		331		219						
6. Graduates, Class of 2003							218		1,159		
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8. 2003 Retention Rate (%)	66.95		71.18		73.74		93.16		73.35		
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2003-2004 SCHOOL BUILDING HEAD COUNT REPORT PAGE 5 OF 5

District \_\_\_\_\_ District Code \_\_\_\_\_  
Building \_\_\_\_\_ Building Code \_\_\_\_\_  
GRADE(s): 9-12

2003 GRADUATE INFORMATION  
(for the period 09/25/2002 - 09/23/2003)

DROPOUT CALC? YES

	Am Indian		Asian		Black		Hispanic		White		Total
	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.	Male	Fem.	All
H.S. Completer C)	0	0	0	0	0	0	0	0	0	0	0
Other Cert. D)	0	0	0	0	0	0	0	0	0	0	0
Class of...	2006		2005		2004		2003		TOTAL		
1. Headcount, Fall 2002	571		445		287		221		1,524		
2. Transfer Information	13		20		10		13		56		
3a. Retained, 2002-2003 (-)	0		0		0		0		0		
3b. Retained, 2003-2004 (+)	0		0		0		0		0		
4. Adjusted Count	584		465		297		234		1,580		
5. Headcount, Fall 2003	391		331		219						
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## How Are the Data Processed in the Education Data Network (EDN)?

7. **Unaccounted (dropouts)** – For the purposes of this report, a dropout is a student who **cannot** be accounted for. This number is calculated by subtracting the item 5 (Headcount, Fall 2003) from item 4 (adjusted count). These data (dropouts) were not extracted from the SRSD submissions. This number is calculated.

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2003-2004 SCHOOL BUILDING HEAD COUNT REPORT PAGE 5 OF 5

District Building GRADE(s): 9-12

District Code Building Code DROPOUT CALC? YES

2003 GRADUATE INFORMATION  
(for the period 09/25/2002 - 09/23/2003)

	Am Indian	Asian	Black	Hispanic	White	Total
	Male	Fem.	Male	Fem.	Male	Fem.
H.S. Completer C>	0	0	0	0	0	0
Other Cert. D>	0	0	0	0	0	0

  

Class of...	2006	2005	2004	2003	TOTAL
1. Headcount, Fall 2002	571	445	287	221	1,524
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graduation rate

dropout rate

The retention rate is calculated for students who can be accounted for. Thus, students who are unaccounted for are considered to be dropouts.

8. **2003 Retention Rate (%)** = Headcount, Fall 2003 (item 5) DIVIDED BY Adjusted Count (item 4) TIMES 100

9. **2003 Dropout Rate (%)** = 100% MINUS the Retention Rate (item 8)

CEPI calculates and publishes a one-year dropout rate. For this building, the 2002-2003 dropout rate that would be published is 26.65%.

Also CEPI calculates and publishes a four-year estimated graduation rate. For this building, the 2002-2003 graduation rate that would be published is 32.73%.

Calculation of an (estimated) 4-year graduation rate indicates, with no change in future retention rates, the percentage of 9<sup>th</sup> grade students who will complete their senior year of school, and graduate. It is computed by multiplying the individual class retention rates (item 8) together. For the above building the rate would be:

$$(.6695 \times .7118 \times .7374 \times .9316) \times 100 = 32.73\%$$



## How Are the Data Processed in the Education Data Network (EDN)?

<b>Categorization of SRSD Exit Codes for Graduation and Dropout Rates Calculation</b>		
<b><i>Exit Code</i></b>	<b><i>Exit Definition</i></b>	<b><i>Category</i></b>
01	Graduated from general education with a diploma	Graduate
02	Graduated from general education with a diploma and applied to a degree-granting college or university	Graduate
03	Graduated from an alternative program	Transfer out
04	Graduated from general education with a diploma and applied to a non-degree-granting institution	Graduate
05	Completed general education with an equivalency certificate	Graduate
06	Completed general education with other certificate	Graduate
08	Enrolled in another district in Michigan	Transfer out
09	Moved out of state	Transfer out
12	Deceased	Transfer out
14	Enrolled in home school	Transfer out
15	Enrolled in non-public school	Transfer out
20	Received certificate of completion or finished IEP requirements	Graduate
25	Enrolled in another district, known to continue in special education	Transfer out
26	Enrolled in another district, known not to continue in special education	Transfer out